

ISSUANCE TRANSMITTAL  
SHEET

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

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Issuance Number: MMI 1387.1B

Date: Sept. 15, 1988

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Material Transmitted:

1. Management Instruction, MMI 1387.1B, Subject: "Display and Preservation of MSFC Special Awards and Mementos"
2. This Instruction has been revised to:
  - a. Incorporate Change I; and
  - b. Update and streamline process for receiving and displaying MSFC special awards and mementos.

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Filing Instructions:

Remove MMI 1387.1A and insert the attached MMI 1387.1B in its place.

MANAGEMENT  
INSTRUCTION

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National Aeronautics and  
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Originating Organization:  
CA01

Effective Date:  
September 15, 1988

MMI:  
1387.1B

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Subject: DISPLAY AND PRESERVATION OF MSFC SPECIAL AWARDS AND MEMENTOS

1. PURPOSE

To establish the policy and procedure for publicizing, displaying, recording in MSFC's property accountability system, and preserving special awards and mementos received by and belonging to MSFC.

2. SCOPE

This Instruction is applicable to all MSFC personnel.

3. POLICY

Special awards and mementos presented to MSFC will be properly publicized, displayed, tagged for identification, recorded in MSFC's property accountability system, and preserved for historical purposes. Awards and mementos presented to individuals, but as representatives of MSFC, are the property of MSFC and must be delivered promptly to the Executive Staff. Awards and mementos presented to employees as a result of their individual accomplishments at MSFC normally may be retained by the employee unless to do so is contrary to the NASA Standards of Conduct (NHB 1900.1).

4. REFERENCES (Only applicable parts of most recent edition apply.)

- a. MMI 1210.1, "Acceptance of Gifts or Decorations"
- b. NHB 1900.1, "Standards of Conduct for NASA Employees"
- c. MM 4000.1, "Property Management Manual"
- d. NHB 4200.1, "NASA Equipment Management Manual"

5. DEFINITIONS

- a. Special awards are those awards presented to and accepted by the Center or a designated group thereof, on behalf of the Center.
- b. Mementos are those items which have monetary, scientific, historical, or aesthetic value including, but not limited to: plaques, special photographs or drawings, scale models of space-related vehicles and/or hardware, and other such items.

## 6. PROCEDURES

### a. MSFC employees will:

- (1) Upon receipt of any special award or memento given to them in their representational capacity for achievements of the MSFC, deliver the item to the Executive Staff.
- (2) Upon receipt of any special award or memento given to them under circumstances where it is not clear whether the item is in recognition of MSFC or of its component installations, deliver the item to the Executive Staff for a determination whether it is to be retained by MSFC or by the individual.
- (3) Upon receipt of any special award or memento given to them in their individual capacity by an organization or person who does business with or seeks to do business with NASA, consult the Office of Chief Counsel concerning the propriety of accepting or retaining the item.

### b. Executive Staff will:

- (1) Upon receipt of any special award or memento, determine in conjunction with Chief Counsel whether the item should be retained by MSFC or by the individual.
- (2) If item may be retained by the individual, return to employee.
- (3) If item is retained by MSFC:
  - (a) Coordinate requirements and conditions for displaying item; arrange to display the item for an appropriate period of time; and in conjunction with the Director of Public Affairs, determine if publicity is warranted.
  - (b) Prepare NASA Form 1617 (Request for Cannibalization/Modification of Controlled Equipment) for proper identification, value, location, details on requisition of item and forward the completed form to Property Management Division, Management Operations Office.

c. Property Management Division, upon receipt of NASA Form 1617,  
will:

- (1) Tag the item with an MSFC Control Number, record item in Center property records, and furnish the Activity Supply Officer of Account 27 with an updated copy of property listing and NASA Form 1602.
- (2) Maintain an up-to-date inventory listing of the item, including any change in location or responsibility.
- (3) Record all transactions affecting the accountable record of the item.
- (4) Take an annual physical inventory of each item.
- (5) Upon notification that the item is to be displayed off of MSFC property, prepare MSFC Form 892, Property Pass Request and Removal Permit, for the signature of the Executive Staff official.

7. CANCELLATION

MMI 1387.1A, dated August 16, 1982

(Original signed by)

James R. Thompson, Jr.  
Director

Distribution:  
SDL-5

